

# Procedures for the SBND Speakers Committee

## 1) Purpose

The purpose of the SBND speakers committee is to recommend speakers for conferences, workshops, and talks at national or international laboratories. Where possible and appropriate, the committee should solicit and promote SBND and SBN talks. The chairperson will keep a record of all talks of SBND collaborators presented on behalf of the SBND or SBN. For the purposes of this committee, any talk whose content is primarily about the SBND experiment is considered a SBND talk.

## 2) Members

The SBND co-spokespersons nominate three members of the SBND speakers committee and select the chairperson from the members. The IB must endorse all members of the speakers committee. A nominal term of members is 2 years, which can be renewed once. The term for the chairperson is 1 year, and can be renewed once. The co-spokespersons are ex-officio members of the speakers committee.

## 3) Meetings

Meetings will be held as needed and called by the chair. Business can be conducted by email.

## 4) Procedure for seminars and colloquia

Collaborators should inform the SBND speakers committee chairperson when presenting any seminar or colloquium about SBND or SBN. Except as specified in 5., collaborators do not need speakers committee's approval for a SBND/SBN seminar or colloquium.

## 5) Procedure for most conferences, workshops, and laboratory seminars

The committee should solicit collaborators' interest in giving talks at various conferences, workshops, and national or international laboratories (e.g. CERN, Fermilab, PSI, etc.) and then decide by majority vote on an appropriate speaker. The committee will use several criteria to choose speakers including: fairness, service work for the benefit of the collaboration, previous talk opportunities, quality of the speaker, and match of the speaker's interest to the particular meeting. The promotion and job search situation of collaborators can be an additional factor in a decision.

## 6) Talks approval (and posters)

Speakers will make their slides (or poster) for comments to the SBND collaboration at least one week before the start of the conference/workshop or date of the seminar. The speaker will also organize a practice talk where at least one member of the speakers committee can be present or at least three members of the SBND collaboration including one senior collaborator; the time and connection information should be announced to the full collaboration by email. If an abstract is required for a talk, then it must be sent to the SBND speakers committee for approval before submitting. In the case of SBN talks the speaker will get specific instructions about the approval by the other SBN collaborations when the talk/poster is assigned.

## 7) Slides

The final slides (as presented) should be uploaded to the SBN DocDB for reference.

## 8) Conference proceedings

The approval and release of conference proceedings is a responsibility of the co-spokespersons. The final version of conference proceedings must be made available on the SBN DocDB and on arXiv.

Change log:

- Original Speakers Committee procedures approved on June 26, 2015.